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AUTHOR	Hounsell, D.; And Others
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ABSTRACT

This guide for teachers to the tape indexing system (TANDEM) in use at the Modern Languages Department at Portsmouth Polytechnic focuses on tape classification, numbering, labeling, and shelving system procedures. The appendixes contain information on: (1) the classification system and related codes, (2) color and letter codes, (3) marking of tape box and tape spool, and (4) TANDEM accessions. The study serves as a model for libraries undertaking the classification of their taped instructional materials. (RL)

Portsmouth Polytechnic: Department of Modern Languages.
HOUNSELL, D., HUTCHINSON, D., JAMESON, A.

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Guide to the TANDEM System for the Modern Languages Department Tape Library.
(A non-technical guide for teachers.)

This is a guide to the TANDEM tape classification, numbering, labelling and shelving system used by the Department for its recorded foreign language materials. (TANDEM is an abbreviation for Tape Indexing System.)

Standard Tape Format.

In order to break down the mass of material into easily manageable units, it was decided to adopt a standard tape format for all master tapes and copies. Within each language, each unit has one unique number attached to it. The format is as follows:

> Standard Play tape, on 13 cm. (5") spools, recorded at 9,5 cm/sec. ($3\frac{3}{4}$ i.p.s.) on one track only. Maximum duration ca. 32 min.

Most teaching materials do not exceed this length, and 13 cm. tapes are easy to store and handle. Items longer than 32 min. can be divided at 'natural breaks' or put on long play tape, which gives a continuous recording of ca. 48 min. The main advantage of a standard format, however, is that it makes the production of copies a simple automatic process.

Originals, Masters and Copies.

The Department obtains recordings from a number of sources - original recordings, courses on tape or disc, broadcasts - and these sources are termed originals. The original will often be of non-standard format, and it is the editing (and if necessary dividing) of the original on to the standard-format master tape that makes the recording easily cataloguable and available for use.

When the opportunity for making the master tape has passed, the master becomes for practical purposes irreplaceable, or replaceable only with a disproportionate amount of trouble. For this reason, to avoid the possibility of accidental erasure, it is used only for making or restoring the copies for general use. Because a recording loses a little in quality every time it is copied, it is important that master tapes should be made on the best equipment available, and that copies should be made only from them, and not from other copies.

All copies are kept on open access in the relevant Language Laboratory, and are available equally for staff giving lessons or for students doing private study. Since the recordings are one-sided, they cannot accidentally be erased. Priority has been given to the making of copies for language teaching, but in time we hope to have on open access a collection of literary readings, documentary and social material linked to the Department's degree courses. Any suggestions or help (e.g. loans of recordings for copying) would be welcome.

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Classification.

In order to break the tapes down into different categories, we divided them first into:

1. Materials specifically designed and edited to teach students particular points of phonetics, grammar, vocabulary or style, and
2. Materials not specially prepared from this point of view.

The first group yields the following broad categories:

> Phonetics
> Grammar
> Vocabulary, Comprehension, Style
> Translating, Interpreting.

The second group yields the following broad categories:

Literature: Anthologies, Prose, Verse, Drama
Song, Opera, Music
Reference material kept for its subject matter, eg information on history, geography, politics or society
Reference material kept for its linguistic, etc., form, eg examples of particular varieties of the language.

The collection of material in the second group is important, since it is from these materials that the Comprehension and Translating exercises will be produced in specially edited form, with aids to comprehension, notes and related exercises.

Tape Reference Numbers.

Each broad category was then given a number:

0,1,2,3 Language teaching materials
4,5,6,7 Literary and cultural materials
8,9 Non-literary reference materials.

Each broad category was then divided up into subcategories, and each subcategory received a numerical code, so that the first two digits of the tape reference number form a miniature decimal classification. (A full list of numerical codes and their categories and subcategories is given in Appendix A.)

We then allowed for up to one thousand tapes in each subcategory, and added a three-digit accessions number after the category and subcategory numbers. Example: the first tape of our first phonetics course bears the full tape reference number 00-001, and our 87th tape on agriculture bears the number 83-087.

Language Colour and Letter Codes.

As the same set of categories, and therefore reference numbers, was used by each language, languages needed to be clearly differentiated. Dymotape offers enough colours to colour-code all 14 languages in which we have material. Major language colours remain as before: French blue, German green, Spanish yellow, Russian red. In addition to Dymotape, which bears the tape reference number, round and square labels (denoting "master" and "copy") also follow the colour code in the major languages, although for the minor languages not all the colours are available. (Full list in Appendix B.)

Where colour codes are inappropriate, e.g. in a written catalogue, we suggest a letter code. This is usually the first letter of the language, but certain conventions are necessary to avoid ambiguity: e.g. S - Spanish, SW - Swedish.

Marking Tape Boxes and Spools.

All tape boxes and spools are conventionally marked as illustrated in Appendix C.

Information about Materials available.

This will be available in the following forms:

1. In duplicated catalogues, issued periodically, covering both teaching and literary etc., materials, and
2. In a large Skandex card index which will be kept in the language laboratory area and available for consultation at any time during working hours.

At present many recordings are on master tapes only, and we await the guidance of colleagues as to which of these recordings they would like to have copied and put in the language laboratories on open access. Requests for such copies should normally be passed to the tape librarian who is shortly to be appointed. The job specification for this post is given in Appendix E.

Processing of Tapes into TANDEM.

Recordings which are to be processed into the TANDEM system need to be accompanied by a certain minimum of information. With this in mind we have compiled a TANDEM accessions form which is a sort of check list for the information that the cataloguer will wish to know. When completed, if necessary with the help of the Tape Librarian, this will form one page of the register of accessions. Staff need complete only the top half of this form - the rest is for technicians' use. Appendix D is a copy of this accessions form.

Tapes which are left without identification in the language laboratory area will be erased and returned to the used tape store.

Note from the Reviser.

This revised article incorporates the sum of our experience with the TANDEM system at Portsmouth, together with some revisions we would have wished to carry out but were prevented by circumstance from doing. However, no system is perfect, and the reviser would be most grateful for any suggestions, or descriptions of other institutions' experience.

Andrew Jameson,
Department of Russian
University of Lancaster. Jan. 1972

APPENDIX A.

CLASSIFICATION SYSTEM AND RELATED NUMBER CODES.

0- PHONETICS

- 00- General Courses
- 01- Segmental Phonetics
- 02- Allophones
- 03- Concatenation/Liaison/Elision
- 04- Stress and accentuation
- 05- Pitch and tone
- 06- Intonation
- 07-
- 08- Passages for transcription
- 09- Testing and discrimination exercises

1- GRADED COURSES & GRAMMAR EXERCISES

- 10- General Courses
- 11- Listening Exercises
- 12- Repetition
- 13- Structure Drills
- 14- Substitution Exercises
- 15- Expansion Exercises
- 16-
- 17-
- 18- Instruction and Remedial on specific topics
- 19- Testing

2- VOCABULARY AND COMPREHENSION EXERCISES

- 20- Vocabulary Lists (eg graded for weekly assignment)
- 21- Vocabulary Revision
- 22- Special Vocabulary Exercises
- 23- Comprehension Passages introductory to particular topics
- 24- Comp. Passages developing topics
- 25- Comp. Passages with particular linked exercises.
- 26- - ditto -
- 27- Comp. Passages with appreciation of Register/Style
- 28- Rapid reading materials
- 29- Comprehension Testing

3- TRANSLATING & INTERPRETING EXERCISES

(categories are best worked out here by individual institutions.)

4- LITERATURE: GENERAL ANTHOLOGIES & PROSE

- 40- General Literary Anthologies (Prose + Verse / Drama)
- 41- Prose Anthologies
- 42-)
- 43-) (Group by period, movement, author as desired)
- 44-)
- 45-)
- 46-
- 47-
- 48- General Literary Criticism
- 49- Prose Criticism

APPENDIX A (Continued)

5- LITERATURE: VERSE

50- Verse Anthologies
(51- to 58- group as desired.)
59- Verse Criticism

6- DRAMA & DRAMATISATIONS

60- Drama Anthologies
61- Dramatisations of specific prose/verse works
62- Humour where not classifiable under author (comedians etc.)
(63- to 68- group as desired.)
69- Drama Criticism

7- SONG, OPERA, MUSIC

70- General, and Music Anthologies
71- Historical, Ballads, Epics
72- Classical Song, Lieder
73- Opera
74- Religious
75- Folk and Regional Song
76- Popular Song
77- Comic and Satirical Song
78- Music
79- General Music Criticism

8- REFERENCE MATERIAL KEPT FOR ITS SUBJECT MATTER

80- General, Sound Magazines, Anthologies
81- History, Politics, Current Affairs, War and Military
82- Society, Institutions eg Law, Government, Education "Life and Work"
83- Economics, Historical and Contemporary, Agriculture, Planning
84- Geography, Environment
85- The Media: Film, TV, Radio, Newspapers, Advertising
86- Arts not otherwise covered, 'performing' and 'plastic'.
87- Philosophy, Religion, Political Theory, History of Ideas
88-
89- Science and Technology, Space

9- REFERENCE MATERIAL KEPT FOR ITS LINGUISTIC, OR OTHER, FORM

(classify as desired: I hope the examples I give are sufficient to justify the allocation of a separate category.)
90- General
91- News bulletins
92- Film soundtracks
93- particular registers: eg political speeches, sports commentaries
94- regional dialects
95- city dialects ('slang')
96- free monologue by native)
97- free conversation by natives) for transcription and linguistic comparison with eg drama mono-/ dialogues.

APPENDIX B.

COLOUR AND LETTER CODES

Language	Letter	Colour
CHINESE	C	black
DANISH	D	purple
DUTCH/FLEMISH	N	purple
ENGLISH	E	grey
FRENCH	F	blue
GERMAN	G	green
ITALIAN	I	orange
JAPANESE	J	brown
NORWEGIAN	NW	purple
PORTUGUESE	P	white
RUSSIAN	R	red
SPANISH	S	yellow
SWEDISH	SW	purple
VIETNAMESE	V	brown

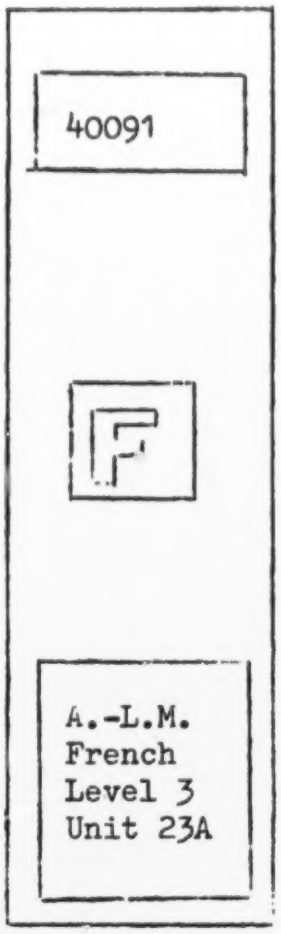
APPENDIX C
TANDEM: MARKING OF TAPE BOX AND TAPE SPOOL

The spine of each tape box will be marked with:-

1.) A single strip of colour-coded Dymo tape bearing the five-figure reference number for that tape;

2.) A square colour-coded adhesive label bearing the language letter;

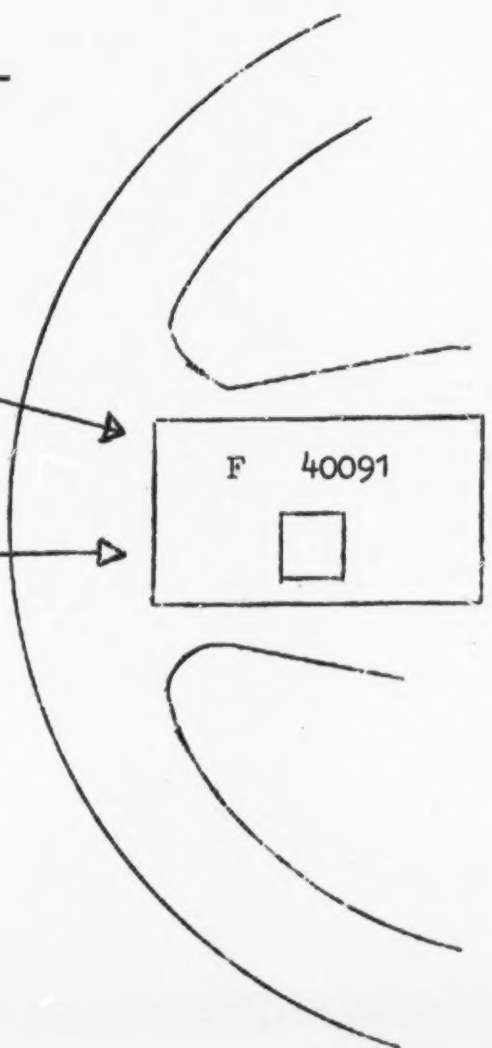
3.) A brief description of the contents.



The spool of each tape will be marked with:-

1.) A white label bearing the language letter followed by the tape reference number;

2.) A square colour-coded label as in 2.) above.



APPENDIX D. TANDEM ACCESSIONS

Originator/Performer	Title/Content	Series/ Lesson	Duration in mins.

MASTER	
Technical Quality	Standard Tape Format YES/NO (If "NO", fill in details below) stereo ☐ speed: 7½ ☐ 1⅞ ☐ spool: 5¼" ☐ 7" ☐ tape: LP ☐ DP ☐ TP ☐

COPY			
Date copies made	No. of copies made	Standard(S) or Cassette(C)	Location

LEVEL/INTENDED USE

SUPPORT MATERIAL AVAILABLE		
Type	No. of copies	Additional Details
Teacher's Manual		
Student's Manual		
Visuals		
Script		

ANY OTHER DETAILS

	SPOOL marked	BOX marked	SKANDEX done	WALLCHART done		
Master						
Copy						

APPENDIX E.

Portsmouth Polytechnic, Department of Modern Languages.

Job Specification for the Post of Tape Librarian.

The person appointed will be broadly responsible for looking after language teaching software in the Department. More precisely, his/her duties will comprise:

1. Keeping up to date the labelling and indexing of Master tapes and copies, the Tape Accessions book, and the Skandex card file.
2. To compile periodically duplicated catalogues of
   a) teaching materials and
   b) literary, etc., materials,
   and to update these at intervals.
3. To process requests for tape copies.
4. To keep the stock of blank tapes, and to keep a running record of numbers and types of blank tape issued.
5. To check periodically the tapes on open access, post notices of missing material, restore the gaps.

With experience the job could also very usefully include:

6. The collection of information about audio and visual materials available in UK and countries of our 4 major languages. Attendance at conferences, exhibitions, etc., to the same end. The arranging of demonstrations and samples of new materials for Departmental staff.
7. The ordering of Language Teaching materials on instructions from staff.
8. The ordering of blank tape in consultation with staff, on basis of info collected under (4) above.
9. Helping in the production of original audio and visual materials in the Department.
10. The making of Master tapes requiring knowledge of the foreign language, on the equipment set aside for the use of staff.

An acquaintance with one or more of our major languages would be a great help, also ability to type or letter neatly. Interests in photography might be useful for (9) above. Ability to operate a cine-projector an advantage!

Specification written by A. Jameson, with acknowledgements to the paper "The Role of School Librarians and Audiovisual Specialists: A Position Paper" in Audiovisual Instruction April 1968 pp. 378-379.